

**Napa County Transportation and Planning Agency (NCTPA)**

**Board of Directors**

**MINUTES**

**Wednesday, November 14, 2012**

**ITEMS**

**1. Call to Order**

Chair Keith Caldwell called the meeting to order at 1:35 p.m.

**2. Pledge of Allegiance**

Chair Caldwell led the salute to the flag.

**3. Roll Call**

Members Present:

Leon Garcia	City of American Canyon
Joan Bennett	City of American Canyon
Michael Dunsford	City of Calistoga
Jack Gingles	City of Calistoga
Jim Krider	City of Napa
Jill Techel	City of Napa
Bill Dodd	County of Napa
Keith Caldwell	County of Napa
Del Britton	City of St. Helena
Peter White	City of St. Helena
John Dunbar	Town of Yountville
Lewis Chilton	Town of Yountville

Members Absent:

None.

Non-Voting Member Absent:

JoAnn Busenbark      Paratransit Coordinating Council

**4. Public Comment**

None.

**MSC - Motioned, Seconded, and Unanimously Carried**

**5. Chairperson, Board Members' and Metropolitan Transportation Commission (MTC) Update**

*MTC Commission Update*

*Board Member Bill Dodd*

Reported on MTC activities to date.

**6. Directors Update**

*Kate Miller, Executive Director*

Reported that the move-in date for the Socol Gateway Transit Center (SGTC) has been delayed until November 21<sup>st</sup>.

Reported that due to the SGTC delay, the December 12<sup>th</sup> NCTPA Board meeting will be held at a location to be determined.

Reported that the service modification to the Yountville Trolley, which expanded service days and hours throughout the week, is doing well.

Provided an update on the VINE Transit service restructure.

Reported that the Napa Senior Celebration event was held October 7, 2012.

Reported NCTPA will hold a Public Workshop on the One Bay Area Grant (OBAG) funds on Wednesday November 28, 2012 6:00 p.m. in the Community Meeting Room of the Napa Main Library.

Reported NCTPA will hold a Public Meeting on the State Route 29 Corridor Improvement Plan on Tuesday November 27, 2012 6:00 p.m. in the Napa Unified School District Board Room.

Provided an update on the Jameson Canyon Widening project.

Provided an update on the Bus Shelter Replacement Program.

Provided a legislative update.

**7. Caltrans' Update**

No oral report given, however, provided for review was the November 2012 Caltrans Reporting Memo.

**8. CONSENT ITEMS (8.1 – 8.8)**

At the request of Member Techel, Item 8.7 Negotiation for a Temporary Lease of Property for NCTPA Vehicle Parking was pulled for further review.

**MSC\* GINGLES / TECHEL to APPROVE** Consent Items 8.1 - 8.6, and 8.8 - 8.9 with **DUNSFORD** and **WHITE ABSTAINING** on Consent item 8.1.

**8.1 Approval of Meeting Minutes of October 17, 2012**

Board action approved the meeting minutes of October 17, 2012.

**8.2 Proposed Organizational Restructure of NCTPA**

Board action approved (1) the organizational restructure of NCTPA, and (2) the reclassification, of title only, of the Administration Technician (Office Coordinator/PIO) position to that of Administrative Technician (Office Coordinator).

**8.3 Resolution No. 12-28 Setting the Regular Meeting Time, Place, and Schedule of the Napa County Transportation and Planning Agency (NCTPA) Governing Board, the Technical Advisory Committee (TAC), the Paratransit Coordinating Council (PCC), the VINE Consumer Advisory Committee (VCAC), and the Bicycle Advisory Committee (BAC) for Calendar Year (CY) 2013**

Board action approved Resolution No. 12-28 setting the regular meeting time, place, and schedule of the NCTPA Governing Board, TAC, PCC, VCAC, and BAC for Calendar Year (CY) 2013.

**8.4 Resolution No. 12-29 Authorizing the Filing of an Application for Transit Capital Priorities (TCP) Program Funds**

Board action (1) approved Resolution 12-20 (Attachment 1) authorizing the Executive Director or her designee to file and execute applications with the Metropolitan Transportation Commission (MTC) for MTC's Transit Capital Priorities Program for Federal FY 2013 and FY 2014 Federal Transit Administration (FTA) Section 49 USC 5307, 5310 and Section 5339, and (2) authorize the Executive Director to make minor changes to the application.

**8.5 Resolution 12-30 Amending the FY 2012/13 Budget**

Board action approved Resolution 12-30 amending the FY 2012/13 Budget to increase appropriation of salaries budget in the Congestion Management Agency Salaries by \$50,000 for the limited term extra help Transportation Engineer position.

**MSC - Motioned, Seconded, and Unanimously Carried**

**8.6 Resolution No. 12-31 Amending NCTPA Conflict of Interest Code**

Board action approved Resolution No. 12-31 amending NCTPA's Conflict of Interest Code.

**8.7 Negotiation for a Temporary Lease of Property for NCTPA Vehicle Parking**

At the request of Board Member Techel, Item 8.7 was pulled for further information on the need for temporary leasing property.

Kate Miller, Executive Director, explained that due to the upcoming delivery of new transit vehicles, the parking capacity at the Jackson Street facility will be exceeded and additional parking is required in order to accommodate the agency's fleet size, further staff reported that it is expected that the length of time be three to four years depending on how long it takes to locate property and to build a new bus yard and/fueling station. Staff will be working on a Feasibility study to determine the best possible location and type of facility needed and consider partnering with other jurisdictions.

**MSC\* TECHEL / CALDWELL to APPROVE** authorizing the Executive Director to negotiate and execute a lease agreement for the parking of NCTPA vehicles in an amount not to exceed \$3,000 per month.

**8.8 Supplement No. 7 to Work Authorization No. 1 of the Professional Services Agreement (PSA) No. 10-23 with Mark Thomas & Company for Engineering and Construction Support Work on the Soscol Gateway Transit Center (SGTC)**

Board action authorized the Executive Director to execute, and make minor modifications to, Supplement No. 7 to Work Authorization No. 1 of the Professional Services Agreement No. 10-23 with Mark Thomas & Company (MTCO) in the amount not to exceed \$17,178 for additional environmental review services to be performed for the Soscol Gateway Transit Center (SGTC) Project.

**9. REGULAR AGENDA ITEMS**

**9.1 Quarterly Budget Update**

Staff provided a review of NCTPA's financial performance against budget for the first quarter (July-September) period.

**10. INTERJURISDICTIONAL ISSUES FORUM**

10.1 Interjurisdictional Issues Discussion Forum and Information Exchange

Board Members shared specific new projects with interjurisdictional impacts.

**11. ADJOURNMENT**

11.1 Approval of Meeting Date of December 12, 2012 and Adjournment

The next regular meeting will be held Wednesday December 12, 2012 at 1:30 p.m. at a location to be determined

The meeting was adjourned by Chair Caldwell at 2:12 p.m.

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Karalyn E. Sanderlin, NCTPA Board Secretary

APPROVED